

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position(s) are filled.

Position Title: Operational Communications Assistant

Department/Division: Phoenix, Flagstaff and Tucson

Workplace Address: 2102 W. Encanto Blvd. Phoenix, 85009
1100 W. Kaibab Ln. Flagstaff, 86001
6401 S. Tucson Blvd. Tucson, 85706

Number of Hours/Week: Flexible, a minimum of 8 hrs. per week

Days of Work Week: Hours are Flexible and available to the volunteer on a 24 hr. 7 days a week basis.

Start/End Hours: Flexible hours, will work around school or work schedule

Position Description: Public Safety Call-Takers answer, evaluate and prioritize incoming calls, communicating effectively with various callers to obtain information to determine urgency and need for dispatching police, fire, towing and/or medical response using a computer-aided dispatch system, telephones, Text Telephone Device (TDD), numerous databases and maps.

Qualifications: Requires a high school diploma or GED and one year of clerical, customer service, or public service experience. Applicants must be able to type a minimum of 40 words per minute.

Application and Selection Process: Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

The Arizona Department of Public Safety is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religious creed, national origin, sex, age, or disability.